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Naval Facilities Engineering Command

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Developing a CA Specification With Fewer Problems and Less Effort

During the first round of Commercial Activities (CA) studies in the early 80 s, most of our specifications were written as detailed "how to" specifications where the contractor was told exactly what tasks to perform, at what frequencies, and at which locations. Historical data, equipment and system inventories, PM tasks, locations and schedules of work, as well as forms, records and reports were provided in Section J in a level of detail and format that worked well with that type of specification. The how to specification

worked well when the standard method of procurement was sealed bid.

Now, many of our solicitations include "outcome and performance based" specifications using source selection procedures. We know that different types of information need to be provided in Section J and sometimes in a different format and level of detail. Many CA team members tasked with gathering data for Section J are functional experts but are not familiar



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Authority to Award Severable Service Contracts That Cross Fiscal Years

The statutory prohibition against obligating funds from annual appropriations for service contracts whose term of performance extends beyond the end of the current fiscal year has plagued most contract administrators for years. Now there is some relief. The following is taken from an Elliott Branch (ASN) memorandum dated May 18, 1998.

"Section 801 of the FY 1998 Defense Authorization Act recently revised 10 U.S.C. 2410a to provide that the Secretary of Defense and the Secretaries of the Military Departments

may enter into contracts for procurement of severable services for a period that begins in one fiscal year and ends in the next, using funds made available for one year, if (without regard to any option to extend the period of the contract) the contract period does not exceed one year.

"Appropriate revisions to the FAR are in process to implement Section 801. These revisions will identify 10 U.S.C. 2410a as one of the statutory authorities allowing a contract funded by an annual appropriation to cross fiscal years.

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Developing a CA Specification With Fewer Problems and Less Effort



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with differing types of specifications, methods of procurement, and contracting strategies. They also have little or no knowledge of what format or level of detail works best for Section J information. Consequently, they gather data they have been asked to collect or think they need based on their functional knowledge of the work. When the team's information is assembled in the solicitation, there are many deficiencies and conflicts resulting in significant review comments, delays with the Independent Review Officers certification, and procurement delays.

There is a relatively simple way to avoid a lot of this disruption, confusion, and delay. When team members are sent into the field to gather data, they should have a specific format to follow. This format should be developed by a seasoned

specification writer who is knowledgeable in strategies on sealed bid vs. source selection, how to vs. outcome/performance based specifications, and grouping of work for maximum contractor accountability and responsibility, just to name a few.

If each person gathering data has a well thought out format to follow, there is a better chance they will collect the correct data the first time that meshes well with data obtained by others. The format(s) should be very specific with information to gather (eg., equipment and system inventory sheets should have titles on all columns and rows and definition on terminology to use).

This effort expended up front should translate into fewer deficiencies and conflicts in the specification and reduce the delays and frustration in the process.

Authority to Award Severable Service Contracts That Cross Fiscal Years

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Although the revisions implementing Section 801 are not currently incorporated in the FAR, you may begin using the new statutory authority. As noted above, the FAR already states that contracts may cross fiscal years when statutory authority exists for them to do so, and Section 801 provides such authority even though it is not yet cited in the FAR.

"Revisions to the DFARS to require annual reporting (at least for FYs 1998 and 1999) concerning contracts awarded using the Section 801 authority are also in process. Please ensure your activities have appropriate mechanisms in

place for capturing and reporting this information if they make awards using the Section 801 authority."

Ref: http://www.abm.rda.hq.navy.mil/abm98_20.html



Contractor Performance Assessment Reporting System (CPARS)

New and Improved! Again

Contractor Performance Assessment Reporting System (CPARS) is a new reporting system for contractor's performance evaluation required by the Assistant Secretary of the Navy. CPARS supercedes Service and Supply Contractor Assessment Support System (SSCASS) by the Army Corps of Engineers and the old NAVFAC 11300/11 form. CPARS is not applicable to A-E or construction contracts. A-E contracts will continue to use A-E Contractor Assessment Support System (ACASS), and construction contracts will continue to use Construction Contractor Assessment Support System (CCASS).

Purpose

The primary purpose of the CPARS is to ensure that data on contractor performance is current and available for use in source selections. The CPARS assesses a contractor's performance and provides a record, both positive and negative, on a given contract during a specific period of time.

Reporting Requirements

There are new forms to use when reporting for CPARS. As well as new reporting deadlines and thresholds. For NAVFAC service contracts, CPARS information shall be collected for all contracts equal to or greater than \$100,000 and awarded after 1 July 1997. The initial CPAR shall be done six months into the contract; following CPARS shall be done annually. A final CPARS will be completed upon contract termination. The LANTOPS Contracts Division is in the process of establishing responsibilities and procedures for completing the required forms. Instructions will be provided at that time. Also being discussed is the amount of training required and the media to provide the same.

Electronic Reporting

NAVFAC is also working with ASN CPARS Committee and NAVSEA to develop and implement an automatic CPARS database accessible via the internet and online training materials on preparation and the use CPARS.

Information

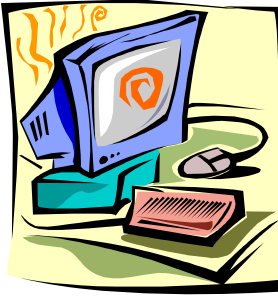
We will let you know in the future about CPARS training and when it is available online. If you would like additional information, please contact Luis Seuc at seucl@efdlant.navfac.navy.mil or telephone (757) 322-4667.



"The primary purpose of the CPARS is to ensure that data on contractor performance is current and available for use in source selections."



Uniform Contract Format



The Uniform Contract Format has been updated and is current to Change 97-04 of the new Federal Acquisition Regulation (FAR) and Change 91-13 of the Defense Federal Acquisition Regulations Supplement (DFARS). If you would like an electronic copy of the UCF,

please contact Nancy Williams at DSN 262-4669, commercial (757) 322-4669 or at the eMail address of williamsnl@efdlant.navfac.navy.mil. The UCF will

be sent out on floppy diskette or by eMail on the Internet. There are no hardcopies available. The UCF also resides on the LANTNAVFACENGCOM Internet Homepage which can be found at www.efdlant.navfac.navy.mil/lantops_16/home.htm. Once you are on this page, click on the "Download" button found on the left side of the page and a listing will be available of all the information you can download. (NOTE: the ".../lantops_16/..." shown above is not separated by a space but rather by an underline.)

Contractors Must Register!

Do you know about the new mandatory registration requirement for government contractors? Do you know that all contracting officers are required to inform the contractors about the new registration requirement? All government contractors working in the United States are required to be registered with the Department of Defense Central Contractor Registration (CCR) database. This registration requirement does not apply to government contractors working outside the United States. The registration requirement is contained in DFAR 252.204-7004. The lack of registration in the CCR database makes the contractor ineligible for award.

All Contracting Officers must include DFAR 252.204-7004 in all government solicitations to ensure that contractors know, by submission of an offer, they must be registered in the CCR prior to award, during performance, and through final payment of the contract. Also, upon receipt of offers, contracting officers are advised to confirm if a contractor is registered by calling Electronic Commerce Research Center (ECRC) at 1-888-227-2423, or by following the instructions at Internet: <http://ccr.edi.disa.mil>. The contractor's Data Universal Numbering System (DUNS) number is needed to complete this search.

The contractor can obtain the registration

application and get information about the registration process by calling 1-888-227-2423 ECRC or by following the instructions at Internet: <http://ccr.edi.disa.mil>. It normally takes a contractor approximately 30 days to get an application registered through the mail but only 48 hours via the Internet. The contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after initial registration, the contractor is required to confirm annually that its information in the database is accurate and complete.



FEDfacilities Conference and Exhibition

The first FEDfacilities conference and exhibition took place during May 1998 for two days at the Washington Convention Center, Washington, DC. It was conducted by the US General Services Administration (GSA), in partnership with Reed Exhibition Companies (REC). This conference/exhibition was provided for military and civilian agency building professionals and their associated contractors. During FEDfacilities '98', GSA conducted sessions to focus on: (1) Operations and Maintenance, (2) Energy Efficiency, (3) Procurement and (4) Security and Environmental Policy. Also during FEDfacilities '98' over 200 EXHIBITORS showed their products in the following general categories:

Access Control/Security Systems and Equipment
Architectural Supplies and Services
Building and Grounds
Construction Equipment
Elevators
Emergency Equipment
Environmental/Safety
Graffiti Abatement
Hardware/Tools
HVAC

Interior/Exterior Cleaning
Interiors-Floorcoverings, Wallcoverings, Furnishings
Janitorial Supplies
Lighting and Electrical Wiring
Material Handling Equipment
Paint/Contractors
Pest Control
Plumbing Supplies
Publications/Associations
Roofing
Security Systems & Equipment
Software (maintenance, security, asset management)
Telecommunications/Hardware
Waste Management/Recycling
Windows/Doors

If your activity is interested in sending a representative, mark your calendar now because FEDfacilities '99 is scheduled again at the same location for 04-05 May 1999. Additional attendee information may be obtained by telephoning REC at (203) 840-5868; or fax (203) 840-9868; or e-mail: inquiry@fedfacilities.reedexpo.com. Detailed information on this event will be updated and appear on its website. "<http://fedfacilities.reedexpo.com>."

Keeping Your Reference Publications Current

The most recent changes are:

FAR	97-04	(23 FEB 98)
DFARS	91-13	(9 MAR 98)
NAPS	(AUG 97)
P-68	97-02	(15 SEP 97)
MO-327	CH 94-01 (Pending)	(JUL 94)



FY-99 Facility Support Acquisition Courses By LANTDIV Code 162

The dates for FY 99 courses are indicated below. For more information, please call Keith Roberts at (757) 322-4666.

Quality Assurance Evaluator (QAE) Training (5 Days)

16-20 November 1998

05-09 April 1999

12-16 July 1999

Cost Estimating for Facility Support Contracts (FSCs) (4 Days)

02-05 March 1999

Facility Support Contract Development Course (5 Days)

01-05 February 1999

Quality Assurance Workshop (3-5 Days)

(On-site upon request)

Small Purchase Technical Requirements (5 Days)

(On-site upon request)

Safety and Health Course for Facility Support Contracts (FSCs) (Self-Paced)

Correspondence

NFCTC FY-98 NAVFAC Specialty Course Schedule

For more information, contact Karen Freeman at (757) 322-8275 or Fax (757) 322-8284.

Environmental Contracting (CTC 323) (5 Days)

Facilities Support Contracts (CTC 337) (5 Days)

Contracting Officer's Technical Representative (COTR) Fixed Price A-E Contracts (CTC 341) (3 Days)



Contracting Officer's Technical Representative (COTR) Cost Type Contracts

(CTC 342) (3 Days)

Architect-Engineer Contracting (CTC 366) (5 Days)

Source Selection (CTC 415) (3 Days)


NFCTC FY-98 DoD Mandatory Course Schedule

Contracting Fundamentals (CON 101) (20 Days)

Contracts Pricing Fundamentals (CTC 337) (5 Days)

Government Contract Law (CON 210) (10 Days)

Intermediate Contract Pricing (CON 204) (10 Days)



Contracting Officer's Technical Representative (COTR) Fixed Price A-E Contracts (CON 104) (14 Days)

Intermediate Contracting Contracts (CON 202) (19 Days)

For more information, contact Karen Freeman at (757) 322-8275 or Fax (757) 322-8284.